

BEDFORD COUNTY

FOOD SERVICE AIDE (PART-TIME)

Applications are being accepted for part-time **Food Service Aides** to work at the Bedford County Nursing Home located 1229 County Farm Road, Bedford, VA. The candidate will perform routine work, under the regular supervision of the Food Service Supervisor, assisting in the preparation and serving of food to residents in multiple dining rooms and in resident's rooms. Candidate should have knowledge of cleaning methods for pantries, dish-rooms and kitchen, and knowledge of the use of small kitchen appliances. Candidate should have some food service experience. Position requires willingness to be cross trained in other areas and availability to work varying shifts, including weekends and holidays.

Applications are available on our website: www.bedfordcountyva.gov and are also available from the Bedford County Human Resources Office, Bedford County Administration Building, 122 East Main Street, 2nd Floor, Bedford, VA 24523, (540) 586-7601. Applications will be accepted until position is filled. Only interviewed applicants will be notified when position is filled. EOE, ADA

FOOD SERVICE AIDE

Position Description

GENERAL DEFINITION OF WORK:

Assists in preparation and service of food in multiple pantry units. Assists in cleaning of unit pantries and unit dish-rooms. Any other related work as required by supervisor.

DISTINGUISHING FEATURES OF THE JOB:

This is a routine work position, preparing and serving food to residents in multiple dining rooms and in residents' rooms. Work is under the immediate supervision of the Cook and Food Service Manager. Position requires significant physical effort and exposure to varying temperatures and working conditions. This position requires working on your feet for the duration of the shift. Position also requires frequent lifting, pulling and pushing in the daily operation of the dietary department.

TYPICAL TASKS:

- Handles, prepares and serves food in a safe and sanitary manner.
- Keeps self neat, clean and wears a hair net at all times.
- Making coffee, tea and lemonade.
- Pouring juices.
- Practices proper portion control when dishing up desserts, nourishments, snacks, etc.
- Making special resident request items.
- Setting up beverage stations in multiple pantries.
- Setting tables for meal service in multiple dining rooms.
- Filling condiment stations in multiple dining rooms
- Cleaning tables of dirty dishes.
- Washes silverware and dishes according to procedure.
- Serves and assists residents and staff as needed.
- Put stock away on delivery days.
- Responsible for cleaning of multiple pantries, dish-rooms and dining rooms.
- Sweep and mop dish-room and pantry floors.
- Prepare Super lax for residents.
- Stock multiple unit pantries daily.
- Assigned cleaning for the day.
- Take all trash out.

- Attends and participates in appropriated in-service training programs.

FOOD SERVICE AIDE

Position Description – Cont'd

REQUIRED KNOWLEDGE, SKILL AND ABILITIES:

- Complete Food Handlers Course before 90 day probationary period has ended.
- Knowledge of cleaning methods for pantries, dish-rooms and kitchen.
- Knowledge of use of small kitchen appliances.
- Ability for follow simple oral and written directions.

EDUCATION AND EXPERIENCE:

Completion of a standard grade school course and some experience in long-term care food service.